

## CITY OF UTICA

# NOTICE OF VACANCY

### THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

## HOUSING FINANCIAL ANALYST

**Salary:** \$43,174 - \$48,129

**Classification:** CSEA, Competitive Position  
Membership in the NYS Retirement System is Mandatory  
Eligible for Health Insurance and Dental Insurance

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Department of Urban and Economic Development and involves the responsibility of assisting the Housing Assistance Administrator in maintaining fiscal records for the Section -8 Housing Assistance Payment program. The work is performed under general supervision of the Commissioner of Urban and Economic Development and Housing Assistance Administrator with leeway allowed for the exercise of independent judgement in carrying out the details of the work. Supervision may be exercised over the work of clerical employees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists the Housing Assistance Administrator in maintenance of program fiscal records including ledger accounts, monthly reports and taking trial balances;  
Prepares financial reports;  
Compiles statistical information relative to program applicants;  
Audits payment vouchers and related work activities;  
Processes the monthly Housing Assistance payments;  
Prepares a variety of financial records and reports related to the Section -8 Housing Assistance programs administered by the agency;  
Contacts local lending institutions to monitor participation in the program;  
Provides information and advice to program participants and interprets regulations and policies concerning compliance with agreements between the department and operating agencies;  
Prepares and maintains project reports and records;  
Supervises the maintenance of a variety of accounts reflecting the financial operations of the operating agencies;  
Performs general accounting duties such as maintaining a general ledger, making journal entries, advising Housing Assistance Administrator in regard to appropriate balances and fund transfers, taking trial balances and fund transfers, taking trial balances and reconciling bank statements and accounts;  
Develops and implements new accounting procedures and systems in order to provide a clear audit trail of financial transactions;  
Prepares a variety of financial and statistical reports and analyses to comply with federal requirements and to provide pertinent information to the Housing Assistance Administrator as a basis for decision making;  
Assists in the operation and preparation of the annual budget including estimation of revenues and appropriations;  
Uses judgement and experience in making decisions in accordance with established policies and procedures;  
Assists in the formulation of policies and procedures;  
Conduct public relations;  
Keeps abreast of city, state, federal, and other rules, regulations, and policies regarding this department;  
Operates office equipment as required;  
Performs a variety of related duties as necessary for the efficient execution of administrative functions of the department.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of general accounting; good knowledge of the provisions, rules and regulations of federal housing rehabilitation grant and loan programs; good knowledge of the basic principles and techniques of grant application and loan administration; good knowledge of account keeping practices and procedures; ability to devise, install and maintain accounting systems; ability to analyze accounting records and draw logical conclusions; ability to comprehend and follow oral and written instructions; ability to communicate effectively both orally and in writing; ability to prepare financial reports and complete related forms and applications; ability to establish and maintain effective relationships with others; ability to supervise the work of others; ability to maintain confidentiality of all aspects of this department; mental alertness; good judgment; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State Registered or university with a Bachelor's Degree in accounting, business administration, economic or a closely related field including or supplemented by eighteen (18) semester credit hours in accounting and one (1) year of accounting or auditing double entry books of a business, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
- B. Completion of a minimum of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university including and/or supplemented by eighteen (18) credit hours in accounting and three (3) years of experience as described in (A) above; OR
- (C) An equivalent combination of experience and training as outlined by the limits of (A) and (B) above.

**Applications:**

Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

*For more information about this position, please call the Commissioner of Urban and Economic Development at (315) 792-0185.*

*This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.*

Applicants must be residents of the City of Utica.

**THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

(Issued: 1/8/25)